

INSTRUCTIONS FOR COMPLETING MRN

(Mandatory Retraining Notification)

Section I: ATTESTATION

- Agency Name
 - Reporting Period -- Year you are reporting training for.
 - All training records for Law Enforcement Recertification is subject to verification by the SC Criminal Justice Academy.
 - **Must be signed by agency representative, dated and properly notarized.**
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Section II - ROSTER OF OFFICER(S) RENEWING CERTIFICATION

Certification Renews Every (3) Years

- **Class 1 LEO - Officer that has completed 12 Week Basic**

- Certification Requirements**

- Legal Update each year
- CDV Update each year
- In- Service Hours

Legal(s), CDV(s) and In-Service Hours should **total 40 Hours** for the three year renewal.

- **Class 1 LECO - Officer that has completed 12 Week Basic & Basic Jail**

- Certification Requirements**

- Legal Update each year
- CDV Update each year
- **120 In-Service Hours** for the three year renewal.

Legal(s), CDV(s) and **In-Service -120 Hours** for the three year renewal.

- **Class 2 LCO - Officer that has completed 3 Week Basic Jail Certification Requirements**
 - 40 In-Service Hours each year
In-Service hours should **total at least 120 Hours** for the three year renewal.

 - **Class 3 SLE - Officer that has completed 2 Week Limited Duty Basic**
(Example of Class 3 duties: Litter/Animal Control, Court Security)
 - **Certification Requirements**
 - (1) Legal each year of the three year renewal.
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➤ **REPORTING A CDV OR LEGAL**

- **Date:** List month, day and year the Legal or CDV was TAKEN.
- **Year Viewed:**
Record the **"Specific Year"** of the Legal or CDV Update you watched under Year Viewed, for Example: CDV Update for 2017, 2018, 2019), Legal Update for 2017/2018, 2018/2019 and 2019/2020.

➤ **REPORTING IN-SERVICE AND EVO HOURS**

Enter total number of In-Service Hours for Class 1 LEO; Class 1 LEO; Class 2 LCO under In-Service/EVO Column.

➤ **REPORTING SEPARATE CERTIFICATION HOURS**

This section should only be completed **when an Officer is deficient** in their in-service hours for Certification Renewal.

Separate Certification Hours - Certifications that are earned at CJA and grant you a certification other than the Basic Training. (Not needed if you have enough In-Service Hours for Renewal)

Examples of Separate Certifications: Firearms, Basic Inst., Driving, Radar.

ReportingEnter total number of hours you do not need to break out each Certification.

Revised 03/31/2017

Forms located at sccja.sc.gov